



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES ANALYST

\$2,411 - \$3,805

PRODUCER LICENSING BUREAU

320 Capitol Mall, Sacramento

RESPONSIBILITIES: Under the general direction of the Bureau Chief, the incumbent will perform the following duties:

- Review and evaluate pre-licensing (PRE) and continuing education (CE) course applications and renewals; independently decide to approve or reject provider and course applications based on the established guidelines.
- Resolve questions concerning course content and procedures.
- Analyze ongoing legislative changes affecting the producer licensing process; make recommendations for amendments on proposed legislation that may affect the PRE and CE programs.
- Prepare reports and make recommendations on procedures, policies and program alternatives.
- Perform other related duties as assigned.

DESIRABLE QUALIFICATIONS: Demonstrated ability to take initiative and work independently; communicate effectively and make presentations before groups; possess strong written communication skills; ability to analyze data and independently prepare reports; ability to develop effective working relationships with all levels of staff and members of the Curriculum Board; and possession of general knowledge of the insurance industry and insurance contracts is strongly desired.

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Services Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Shari Yamamoto, Department of Insurance - Human Resources Management, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "SSA, #145-5157-xxx" on the State application.** For additional information, please call (916) 492-3418.

FINAL FILING DATE: August 4, 2000 or Until filled

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

7/25/00